



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	03-1977
Subchapter:	1	Forms	
Issuance:	14.161	CP&P Form 14-161, Letter to Birth Parent/Legal Guardian	

Click [here](#) to view, complete and print the CP&P Form [14-161](#), Letter to Birth Parent/Legal Guardian.

WHEN TO USE IT

Use the CP&P 14-161 to:

- Advise the birth parent/legal guardian of the impending adoption,
- Request an appointment to obtain information for the Court Report,
- List the necessary information to be gathered, and
- Indicate the date of the Court Hearing and the date that the report is due to the Court.

HOW TO USE IT

The assigned Worker prepares the form on agency letterhead using the template in the on-line Forms Manual. Send the letter return receipt requested. Include the following:

- Name of the court,
- Birth name of child to be adopted,
- Day of Court hearing,
- Date the report is due to the Court, and
- Local Office telephone number.

DISTRIBUTION

Original	-	Birth parent/legal guardian
Copy	-	Child's case record